

## Withdrawal and Pass/No Credit Options for Spring 2020

---

- First and foremost, we encourage you to wait to select the course withdrawal or pass/no credit options until AFTER you see your final course grades for the semester. Keep in mind that the final date for opting to withdraw from a course is May 12, 2020; the final date to select the pass/no credit option is May 17, 2020.
- You should consult with your advisor or program director before making this decision. There may be licensure, accreditation, or other factors specific to your program that you need to consider.

## Alternate Grading Options: What to Consider

---

- 1. Why should I wait to opt in?** With this policy you have the opportunity to view your final grades before making any decision. We encourage you to consider all points highlighted on this information sheet and to discuss these options with your advisor before deciding.
- 2. Should I choose pass/no credit, or course withdrawal?** In the event that your final grade in the course is below a “C-“ (there are no “D” grades awarded at the graduate level; “D” grades automatically become failing grades), you should probably consider a course withdrawal. Either option, No Credit or Withdrawal, will result in you having to retake the course, but without that counting as using the one course repeat you’re allowed as a graduate student at Appalachian.
- 3. How will a letter grade affect me?** If you earn a final grade of “B” or higher in a course you should consider taking the letter grade so that it is counted in your GPA. In addition, some programs may require a letter grade in order for a course to count toward licensure or accreditation.
- 4. How will a “P” grade affect me?** A “P” grade may be helpful if you did less well in a course than you hoped due to COVID-19 disruptions, but want to get credit for passing the course. A “P” grade will not affect your GPA in any way (neither positively nor negatively). Keep in mind that if this is a course that you may wish to transfer into a graduate program in the future, some programs may not accept a “P” grade for transfer credit. Again, consult

with your advisor. If you are simply taking a course to complete degree requirements in your program at Appalachian, a “P” grade should not have any adverse consequences.

5. **How will a grade of “NC” affect me?** A grade of “NC” shows that you attempted the course but did not pass. This will NOT affect your GPA, and it will NOT count as a failing grade. So, although you will need to repeat the course, that repeat will not count toward Appalachian’s [repeat rule](#).
  
6. **What if I get an incomplete in a course?** [Incompletes](#) for Spring 2020 will be handled as in any other semester and should only be granted when unavoidable circumstances prevented completion of coursework. Depending on the arrangement made with your instructor, you will have up to one semester (December 2020) to complete the work in the course, at which time your instructor will assign the letter grade earned. Please review the incomplete grading procedures [outlined on this page](#) carefully; the same procedures as are outlined for undergraduate students with incompletes will be followed for graduate students. SPECIAL NOTE: If you carry an incomplete past the start of the next semester (for Spring, that is the Summer I session) you will graduate *in the semester in which you complete the work*, even if you were actually enrolled in the class in a prior semester. Furthermore, you must be registered during the semester in which you actually graduate. For example, an incomplete from Spring 2020 that is resolved in Summer II will require you to apply to graduate in August 2020 AND will require that you be registered in at least 1 sh during the summer session. GRD 5989 is typically used for this purpose.
  
7. **If I’m currently on a probationary semester, how will these policies affect me?**  
Selecting the Pass/No Credit or Withdrawal option means that your GPA will not be impacted either way. Therefore, if your earned letter grades for this semester are sufficient to bring your GPA up and to good standing (3.0 or higher), you should maintain the letter grade option. If you earn a letter grade in a course that negatively impacts your GPA (e.g., C-, C, C+, B-), you should consider taking the Pass option for that course. If you earn a failing grade, you should consider the course Withdrawal option.

Students who are on probationary status during Spring 2020 and are unsuccessful in regaining good academic standing will be allowed to petition for a second probationary semester. Contact your program director to discuss.

If you are retaking a course in Spring 2020 to earn a higher grade (per the [repeat rule](#)), please pay special attention to item 5 in the Pass/No Credit policy. You will not be allowed to select the P/NC option for a course that is being repeated. If the grade you earn in that class is the same as, or lower than, your initial grade in the course, you should select the Withdrawal option.